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Manpower & Organization

**UNIT MANPOWER DOCUMENT
CHANGE REQUEST**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ AFWA/DPM (Ms. Donna McMannes)
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This Instruction implements Air Force Instruction (AFI) 38-101, *Air Force Organization* and defines responsibilities and procedures for processing Unit Manpower Document Change Requests within the HQ Air Force Weather Agency (AFWA), Air Force Combat Climatology Center (AFCCC) and the Air Force Combat Weather Center (AFCWC) organizations. It applies to all AFWA personnel. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will convert to AFMAN 33-322, Volume 4).

SUMMARY OF REVISIONS

This document implements use of Staff Summary Sheet for routing

1. General. This instruction describes procedures, policies, and responsibilities for initiating and processing Unit Manpower Document (UMD) changes. The UMD is a preformatted computer product that shows manpower authorization requirements for AFWA. Depending on the action required, the process may either be in the form of an Authorization Change Request (ACR) or an Organization Change Request (OCR).

2. Responsibilities. This section describes the responsibilities for initiating and processing a UMD Change Request.

2.1. Requester. The requester or action officer is responsible for submitting change requests in the proper format and routing it through the appropriate levels of coordination and approval. The requester or action officer will discuss changes with HQ AFWA/Manpower and Organization Branch (DPM) prior to finalizing the package for coordination.

2.2. Directors/Center Commanders. Directors/Center Commanders will sign all change requests. Reference to director throughout instruction includes center commander.

2.3. AFWA Command Section (CC or CV). The CC or CV is responsible for approving actions involving:

2.3.1. Any changes to civilian or military authorizations and grades.

2.3.2. Any requirements for new civilian temps/terms or the continuation of those currently on the books.

2.3.3. Any cross directorate actions.

2.4. HQ AFWA/DP. Headquarters Air Force Weather Agency/Director, Manpower and Personnel (DP) will coordinate on all ACRs and OCRs. DP is the last coordination before going to the command section.

2.5. HQ AFWA/DPM. Headquarters Air Force Weather Agency/Manpower and Organization Branch (DPM) is the POC for ACRs and OCRs and is responsible for:

2.5.1. Determining the validity of the ACR & OCR by using manpower analysis tools. This will require a manpower review of the impacted areas.

2.5.2. Recommending approval or disapproval of the change request.

2.5.3. Managing the Manpower Data System (MDS) that contains all attributes applied to authorizations and requirements, and inputting any changes in order to generate an updated UMD.

2.5.4. Maintaining documentation on any changes to MDS.

2.5.5. Interfacing between AFWA and AF/DPM staff.

2.5.6. Coordinate with appropriate functional managers at Air Staff, when required.

2.6. HQ AFWA/XOGR. Headquarters Air Force Weather Agency/National Intelligence Community Weather Branch (XOGR) is responsible for all security codes and is the final approval authority for changes to Security Access Requirement (SAR) Codes. All ACRs and OCRs will be coordinated through XOGR to determine SAR code impacts.

2.7. HQ AFWA/SCA. All office symbol changes must be coordinated through Headquarters Air Force Weather Agency/Information Management Branch (SCA). However, Organizational Structure Codes are reviewed by DPM for validity.

3. ACR/OCR. This section defines the difference between an ACR and OCR. It also outlines the process for submitting the request.

3.1. ACR Definition. The methodology a customer uses to request a position change to the UMD. Adjustments include SAR code or AFSC changes, realignment of authorizations without additions, deletions or mergers of a complete function, grade/skill change, etc.

3.2. Procedures. Requesters are responsible for coordinating changes within their directorates.

3.2.1. All submitters are required to contact the DPM office to discuss proposed changes prior to finalizing the AF Form 1768, **Staff Summary Sheet**. Use of this process will speed the execution of your request and the preparation of the ACR. The average processing time for DPM to analyze an ACR is 1 to 2 working days, depending on the complexity.

3.2.2. All ACRs must be submitted on a signed AF Form 1768, which becomes the Authorization Change Request (see example at [Attachment 2](#)).

- 3.2.3. The AF Form 1768 can be initiated by any work center supervisor, and include branch and division chief coordination, however, the director's signature is required on the AF Form 1768. If more than one branch, division, or directorate is affected by the change, then all parties must coordinate respectively.
- 3.2.4. The AF Form 1768 will be coordinated through HQ AFWA/Requirements Division (XPR) and DP (last coordination) before sending to the command section. Include SCA when there are changes to approved office symbols. All requests must be coordinated through XOGR to determine SAR code impact. Return approved AF Form 1768 to DPM for final action.
- 3.2.5. The "Summary" section of the AF Form 1768 should contain an explanation/description of the requested action(s), a justification of the requested action(s), name and phone number of a point of contact (POC), and a recommendation.
- 3.2.6. The descriptive/explanation for the proposal is paragraph one and should be limited to one paragraph. *Be specific:* grade/skill increase or decrease, realignment of positions, military/ civilian swap, or increase/decrease in authorizations; include position numbers.
- 3.2.7. The second paragraph will consist of the justification proposal. *Why is the action needed? What are the expected benefits?* (Identify factors driving the need for the action, e.g., changes to instructions, missions or concepts of operations. Generalized statements such as increases mission capability or reduces span of control are not adequate as justifications.)
- 3.2.8. The third paragraph should reflect the POC's information. The POC may be the same as the action officer.
- 3.2.9. The last paragraph will be the recommendation section. Clearly describe the action(s) that you want to take place.
- 3.2.10. Attach a detail breakout of the exact positions to be changed to the AF Form 1768 (follow the format at [Attachment 7](#)).
- 3.2.11. Full coordination and approval must be obtained prior to completion of the requested action(s).
- 3.3. OCR Definition. An OCR is a request for organization action such as unit activation, inactivation, designation, or change to a standard structure in the UMD. Example: Create a new branch or delete a branch.
- 3.3.1. Procedures: Requesters are responsible for coordinating changes.
- 3.4. The AFWA CC or CV must approve all OCRs. OCRs must be submitted on an AF Form 1768.
- 3.4.1. All submitters are required to contact the DPM office to discuss proposed changes prior to finalizing the AF Form 1768. Use of this process will speed the execution of your request and the preparation of the OCR. The average processing time for DPM to analyze an OCR is 1 to 4 working days, depending on the complexity.
- 3.4.2. The AF Form 1768 can be initiated by any work center supervisor and include branch and division chief coordination; however, director's signature is required on the AF Form 1768. If more than one branch, division, or directorate is affected by the change, then all parties must coordinate respectively.

3.4.3. AF Form 1768 attachments should include an updated mission directive, applicable to the changed areas, with current and proposed organizational charts. The current and proposed organizational charts should include grades from the UMD. Attach a detailed breakout of the exact positions to be changed to the AF Form 1768 (see format and examples at [Attachment 3](#), [Attachment 4](#), [Attachment 5](#), [Attachment 6](#) & [Attachment 7](#)).

3.4.4. The AF Form 1768 will be coordinated through XPR and DP (last coordination) before going to the command section for approval. Include SCA when there are changes to approved office symbols. All requests must be coordinated through XOGR to determine SAR code impact. Return approved AF Form 1768 to DPM for final action.

3.4.5. The “Summary” section of the AF Form 1768 should contain an explanation/description of the requested action(s), a justification of the requested action(s), name and phone number of a point of contact (POC), and a recommendation.

3.4.6. The descriptive/explanation for the proposal is paragraph one and should be limited to one paragraph. *Be specific:* deletion, addition or movement of a complete or partial function.

3.4.7. The second paragraph will consist of the justification proposal. *Why is the action needed? What are the expected benefits?* (Identify factors driving the need for the action, e.g., changes to instructions, missions or concepts of operations. Generalized statements such as increases mission capability or reduces span of control are not adequate as justifications.)

3.4.8. The third paragraph should reflect the POC’s information. The POC may be the same as the action officer.

3.4.9. The last paragraph will be the recommendation section. Clearly describe the action (s) that you want to take place.

3.4.10. Full coordination and approval must be obtained prior to completion of the requested action(s).

4. Forms Adopted: AF Form 1768, **Staff Summary Sheet**.

CHARLES L. BENSON, JR., Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 38-101, *Air Force Organization*

AFMAN 37-139, *Records Disposition Schedule*

Abbreviations and Acronyms

ACR—Authorization Change Request

AFCCC—Air Force Combat Climatology Center

AFI—Air Force Instructions

AFCWC—Air Force Combat Weather Center

AFWA—Air Force Weather Agency

AFWA CC/CV—Air Force Weather Agency Commander/Vice Commander

DP—Management and Personnel

DPM—Manpower and Organization Branch

MDS—Manpower Data System

OA—Operations Analysis

OCR—Organization Change Request

SAR—Security Access Requirement

SCA—Information Management Division

UMD—Unit Manpower Document

XOGR—National Intelligence Community Weather Branch

XPR—Programming and Resources Division

Attachment 2

SAMPLE SSS- AUTHORIZATION CHANGE REQUEST (ACR)

STAFF SUMMARY SHEET						
TO	ACTION	SIGNATURE (Surname), GRADE AND DATE	TO	ACTION	SIGNATURE (Surname), GRADE AND DATE	
1	XOGR	Coord	6	CCX	Review	
2	SCA	Coord	7	CC or CV	Approve	
3	XPR	Coord	8	DPM	Action	
4	DP	Coord	9			
5	CCE	Review	10			
SURNAME OF ACTION OFFICER AND GRADE		SYMBOL	PHONE	TYPIST'S INITIALS	SUSPENSE DATE	
Work Center POC		AFWA/XXXX	2 or 4/XXXX	xx	20040101	
SUBJECT					DATE	
Example: Format for Authorization Change Request (ACR)					20040101	
<p>SUMMARY</p> <p>1. PROPOSAL: The descriptive/explanation for the proposal is the first paragraph in this section. It should be specific: grade/skill increase or decrease, realignment of positions, military/civilian swap, or increase/decrease in authorizations (see attachment 7). Include position numbers.</p> <p>2. JUSTIFICATION: The justification for the proposal is the second paragraph in this section. Why is the action needed? What are the expected benefits? Identify factors driving the need for the action, e.g., changes to instructions, missions, or concepts of operations. Generalized statements such as "increases mission capability" or "reduces span of control" are not adequate as justifications.</p> <p>3. POC: POC and phone number.</p> <p>4. RECOMMENDATION: If the changes are within a directorate: Director approves ACR. If the changes are between directorates, changes civilian or military authorization/grade, or request for new civilian temps/terms or the continuation of those currently on the UMD: CC or CV approves ACR.</p> <p>Director's Signature Block Tab Director, XXXXXX a. Detail Breakout of the Positions (see example at attachment 7) b. Any background, if applicable</p> <p>NOTE: The staff summary sheet must be coordinated through your chain of command, reviewed by XOGR, XPR and DP (and SCA, if applicable), signed by the director and approved by the CC or CV before any changes can be made to the UMD. There will be cases where the director can be the approval official (e.g., SAR Code changes, realign one position within directorates). DP should always be the last coordination before the command section.</p>						

SAMPLE

Attachment 3

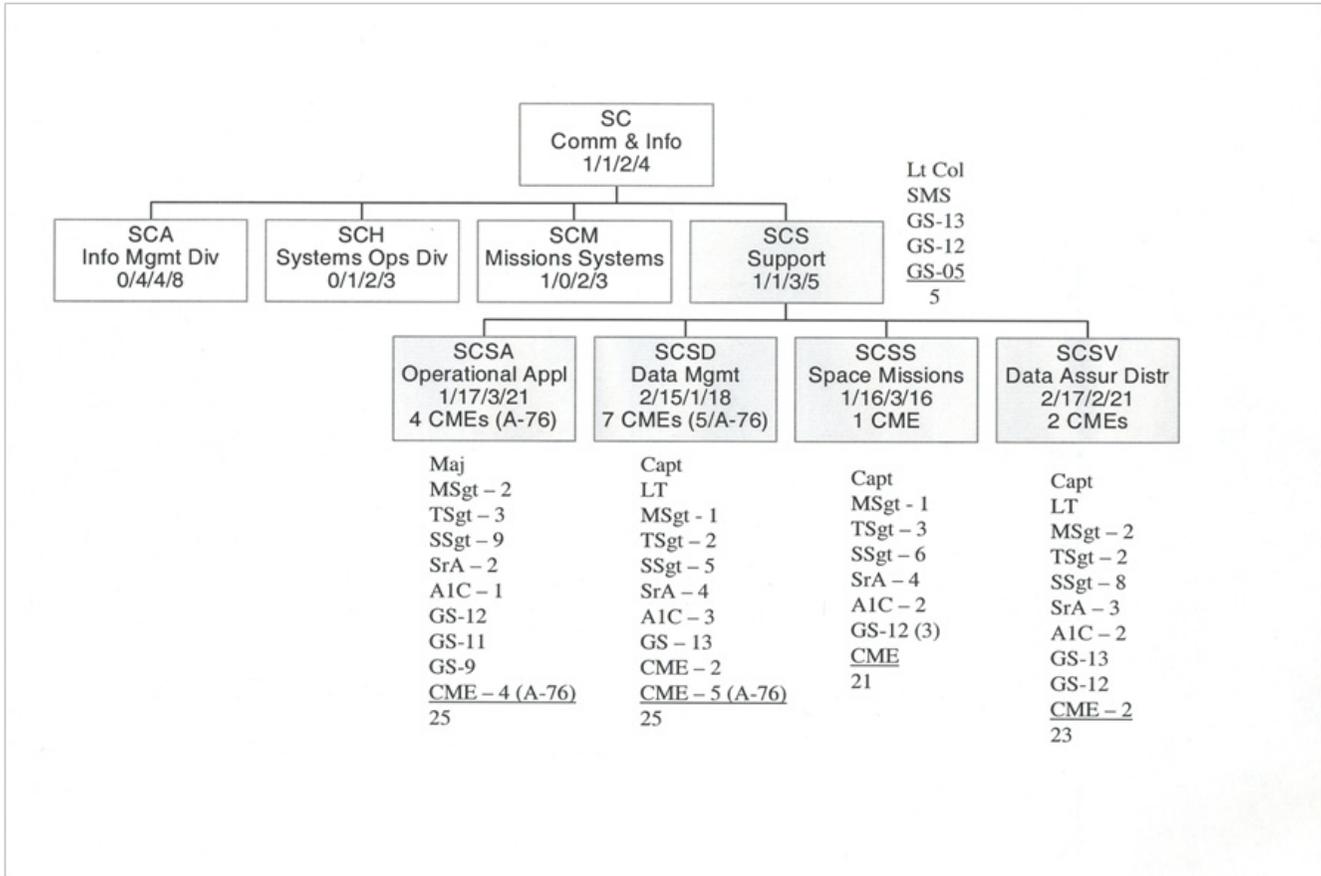
SAMPLE SSS- AUTHORIZATION CHANGE REQUEST (OCR)

STAFF SUMMARY SHEET						
TO	ACTION	SIGNATURE (Surname), GRADE AND DATE	TO	ACTION	SIGNATURE (Surname), GRADE AND DATE	
1	XOGR	Coord	6	CCX	Review	
2	SCA	Coord	7	CC or CV	Approve	
3	XPR	Coord	8	DPM	Action	
4	DP	Coord	9			
5	CCE	Review	10			
SURNAME OF ACTION OFFICER AND GRADE		SYMBOL	PHONE	TYPIST'S INITIALS	SUSPENSE DATE	
Work Center POC		AFWA/XXXX	2 or 4/XXXX	xx	20040101	
SUBJECT					DATE	
Example: Format for Authorization Change Request (OCR)					20040101	
<p>SUMMARY</p> <p>1. PROPOSED ACTION: (Be specific: activation, inactivation, name or organization structure code (OSC), or variation to the unit manpower document (UMD)). A variation includes any addition, deletion, or merger of functions shown on the UMD. A request is not required for units inactivating as a result of an approved force structure action. A request is also not required when organizational impacts have been addressed as part of actions approved under A-76, Commercial Activities Program.</p> <p>2. JUSTIFICATION: The justification for the proposal is the second paragraph in this section. Why is the action needed? What are the expected benefits? Identify factors driving the need for the action, e.g., Changes to instructions, missions, or concepts of operations. Generalized statements such as "increases mission capability" or "reduces span of control" are not adequate as justifications.</p> <p>3. POC: POC and phone number.</p> <p>4. RECOMMENDATION: CC or CV approves OCR.</p> <p>Director's Signature Block Director, XXXXXX</p> <p style="margin-left: 40px;">4 Tabs 1. Current/Proposed Organization Structure (see example, attachment 4 & 5) 2. Current/Proposed System/Program Chart (if applicable, example attachment 6) 3. Mission Directive 4. Detail Breakout of the Positions (see example, attachment 7)</p> <p>NOTES:</p> <p>1. Tabs should include a current organizational structure, a proposed organizational structure, applicable changes to the mission directive, and a detail breakout of the positions.</p> <p>2. The staff summary sheet must be coordinated through your chain of command, coordinated by XPR and DP (and SCA or XOGR, if applicable), and approved by the CC or CV before any changes can be made to the UMD. DP should always be the last coordination before the command section.</p>						



Attachment 4

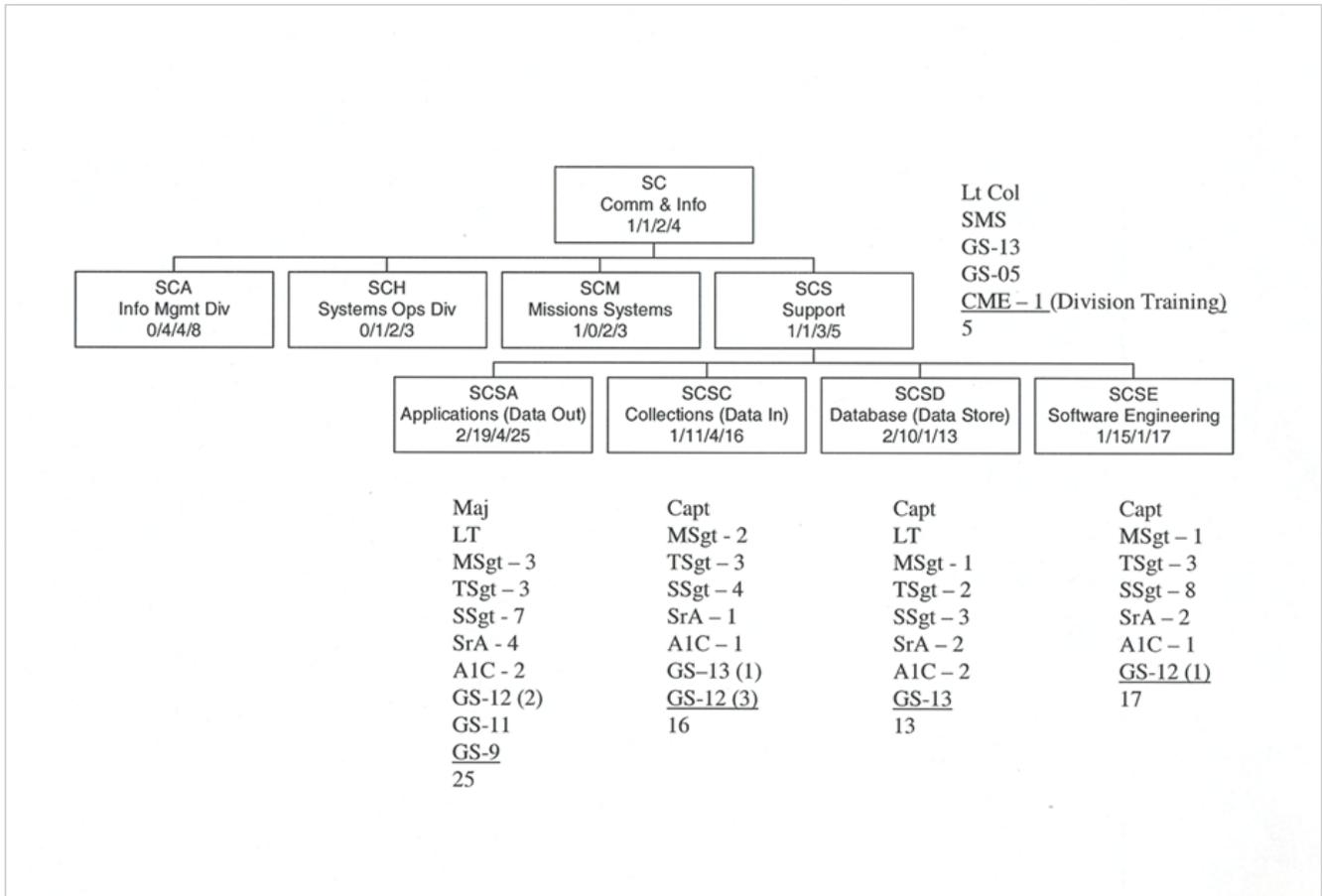
SAMPLE CURRENT ORGANIZATION CHART



SAMPLE

Attachment 5

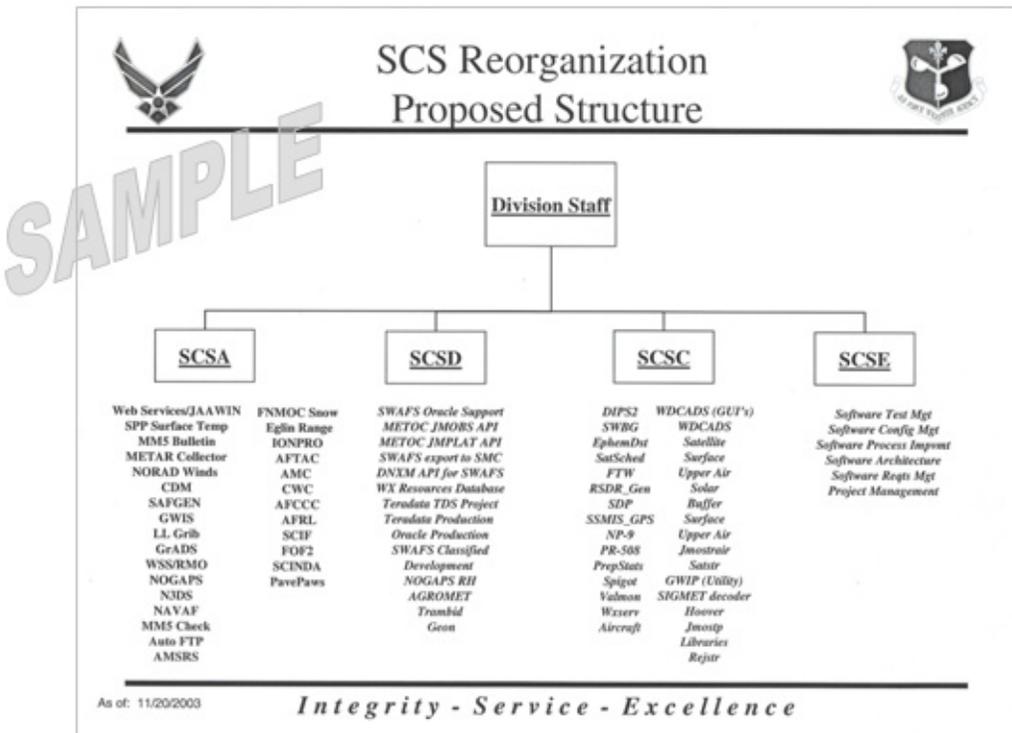
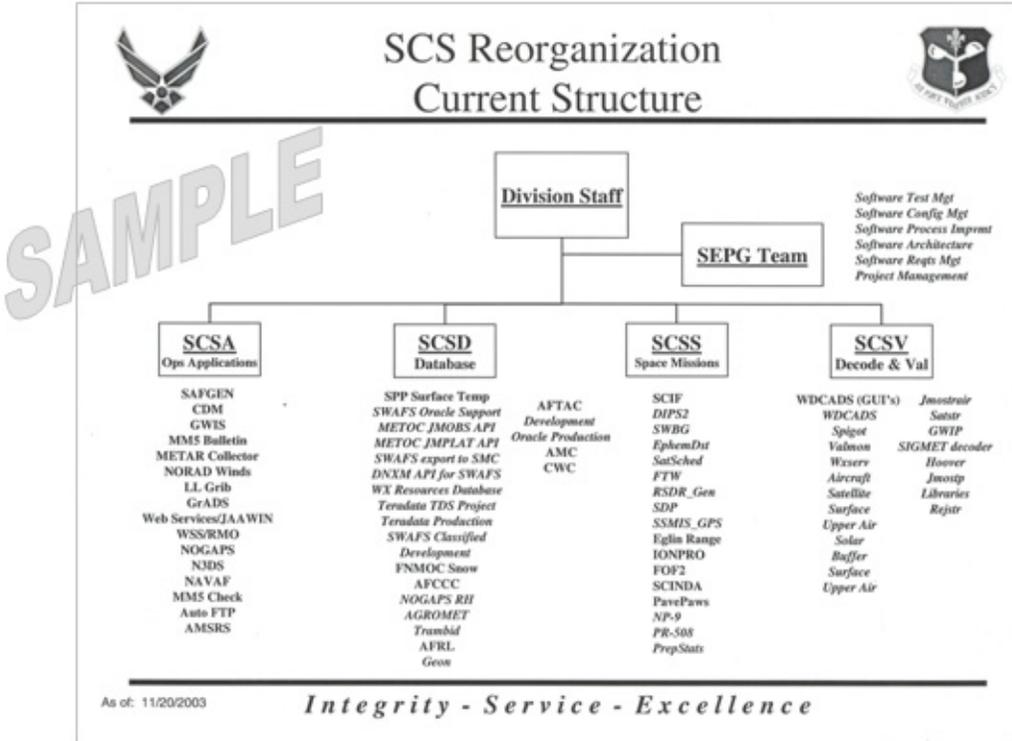
SAMPLE PROPOSED ORGANIZATION CHART



SAMPLE

Attachment 6

SAMPLE CURRENT AND PROPOSED REORGANIZATION STRUCTURE



Attachment 7

SAMPLE MANPOWER/AUTHORIZATION CHANGE REQUEST WORKSHEET

MANPOWER/AUTHORIZATION CHANGE REQUEST											
To:		From:			Requester Name/Phone:				Date of Request:		
HQ AFWA/DPM											
PROPOSED CHANGES											
	OSC	FAC	Position Number	AFSC	GRADE	PEC					Remarks
From:											
To:											
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MISSION IMPACTS (If not approved, what will the negative impacts on the mission be, and/or how will the mission be enhanced by approval):											
PERSONNEL IMPACTS (What will be the impact on military or civilian personnel. Will any part of this action cause assignment action(s) for military or an adverse action(s) for civilian employees?):											